

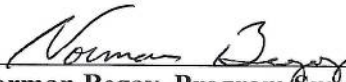


THE NAVAJO NATION

RUSSELL BEGAY **PRESIDENT**
JONATHAN NEZ **VICE-PRESIDENT**

MEMORANDUM

To: NAVAJO NATION BRANCHES, DIVISIONS, DEPARTMENTS, PROGRAMS AND
THE GENERAL PUBLIC

From: 
Norman Begay, Program Supervisor
Records Management Department
Division of General Services

Date: September 13, 2016

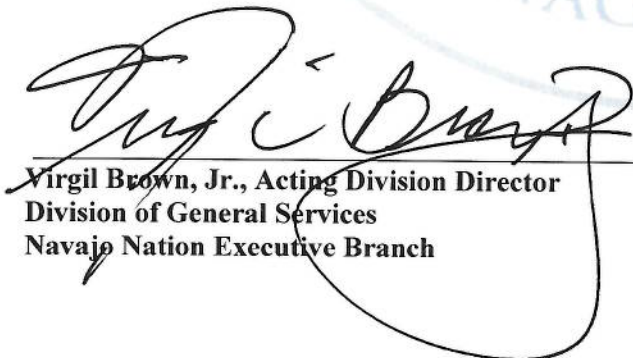
Subject: *OFFICE CLOSURE for September 15, 2016*

Through this memorandum the Navajo Nation Department of Records Management are notifying all Navajo Nation Branches, Divisions, Departments, Programs and the General Public of an office closure that will take place September 15, 2016 from 1:00 pm – 5:00 pm.

Our department is preparing the end of the year close-out process, therefore, we request that the requesting department makes the proper arrangements to have their work order request/pick-up made at the earliest convenience. Thank you for your understanding to this matter. If you should have any questions, contact me at (505)371-5118 or via email at nabegay@navajo-nsn.gov.

APPROVED

DISAPPROVED


Virgil Brown, Jr., Acting Division Director
Division of General Services
Navajo Nation Executive Branch